

SALEM TOWN BOARD MEETING

www.salemmn.org

January 11, 2023

Members Present: Rick Lutzi  
Sharon Petersen  
Brian Connelly  
Diana Connelly  
Drew Moessner

The meeting was called to order at 7:12 p.m. by Rick Lutzi with the pledge of allegiance.

Rick Lutzi asked if anyone had any additions or corrections to the printed agenda. A motion was made by Brian Connelly and seconded by Drew Moessner to approve the agenda as presented. The motion passed unanimously.

The claims presented for payment tonight are as follows:

Claim No. 11354 to 11370

Payroll Checks 11214 to 11218

The total for claims presented tonight is \$18,328.06

The mail was reviewed.

A motion was made by Drew Moessner and seconded by Brian Connelly to approve the claims as presented tonight for payment. The motion passed unanimously.

SECRETARY'S REPORT

Rick Lutzi asked the board members if anyone had any additions or corrections to the printed minutes for the town board meeting held December 7, 2022. No changes were made. A motion was made by Brian Connelly and seconded by Drew Moessner to approve the written minutes. The motion passed unanimously.

TREASURER'S REPORT

Diana Connelly read the treasurer's report:

Beginning Balance	\$453,430.07
Total Receipts	\$ 5,518.63
Total Disbursed	\$ 61,590.81
Ending Balance	\$ 397,357.89

Certificates of Deposit

70800	.35%	\$ 25,168.77
70928	.35%	\$ 50,088.22
70929	.35%	\$147,760.65
70945	.45%	\$120,856.55
70946	1.5%	\$ 25,089.75

Total

\$368,963.94

The Certificate of Deposit that will be expiring tomorrow was discussed. After discussion, a motion was made by Brian Connelly and seconded by Rick Lutzi to renew Certificate of Deposit No. 70800 for a two year term. The motion passed unanimously.

There was discussion about moving some additional funds into a road and bridge certificate. After discussion, it was decided to wait a little longer until we have gotten through winter snowplowing costs.

A motion was made by Drew Moessner and seconded by Brian Connelly to approve the treasurer's report as presented. The motion passed unanimously.

#### OLMSTED COUNTY SHERIFF'S DEPARTMENT

No one was present.

#### OLD BUSINESS TCPA MEETING

Rick Lutzi reported on the December meeting. CMS has merged with another company. Roger's contract will be renewed for 6 months. He will be retiring in July. Rick Lutzi also reported on today's meeting. It was discussed that they would raise the fees by 5% on permits that require inspections. The fee increase was approved at the January meeting. The fees had not changed since 2015. The fees for conditional use permits may be increasing more as the time to process these applications are taking a great amount of staff time. They will be comparing cost to the county. They will be looking at making a decision on this, they would like to have an increased fee to take effect on March 1. Roger Ihrke will be out of the office for three or four weeks for surgery recovery.

#### ROADS

The clerk's report was reviewed.

Our contractor for plowing the town hall was discussed. Chris Quam is not working as he is in a nursing home. He has an employee in his truck, but has not reported that he has secured a worker's compensation. The board discussed what options are available. Rick will try to contact him to see if we can assure he has secured a work compensation insurance. If we get no answer, we will be contacting DeCook Landscaping as the secondary contractor.

The road issues were discussed. Dave Walters will be applying some additional sanding on Friday.

#### NEW BUSINESS 2023 ELECTIONS

The board reviewed the proposed Board of Audit meeting that will be held after our February town board meeting. A motion was made by Brian Connelly and seconded by Drew Moessner to approve the Board of Audit publication that will be published on January 24, 2023. The motion passed unanimously.

The Board of Canvas will be held on March 15, 2023 at 5:30 p.m. A motion was made by Brian Connelly and seconded by Drew Moessner to set the Board of Canvas for March 15, 2023 at 5:30 p.m. The motion passed unanimously.

No one has filed for the March elections. The filings will close on January 17, 2023 at 5:00 p.m.

The board reviewed the Absentee Ballot Board Resolution 2023-5. A motion was made by Drew Moessner and seconded by Brian Connelly to approve the Absentee Ballot Board Resolution 2023-5 as presented. The motion passed unanimously.

## **YEARLY RESOLUTIONS FOR 2023**

### **RESOLUTION 2023-1**

Resolution Establishing an Administrative Policy

After review a motion was made by Brian Connelly and seconded by Drew Moessner to approve the Resolution 2023-1 as presented. The motion passed unanimously.

### **RESOLUTION 2023-2**

Annual Posting of Regular Town Board Meetings of the Salem Township Town Board of Supervisors

After review a motion was made by Drew Moessner and seconded by Brian Connelly to approve the Annual Posting of Regular Town Board Meetings of the Salem Township Town Board of Supervisors as presented. The motion passed unanimously.

### **RESOLUTION 2023-3**

Schedule of Regular Meetings for Salem Township

After review a motion was made by Rick Lutzi and seconded by Drew Moessner to approve the Schedule of Regular Meetings for Salem Township as presented. The motion passed unanimously.

### **RESOLUTION 2023-4**

Establishing a policy for the Compensation and Reimbursement of Town Offices for the Year 2023.

After review, a motion was made by Brian Connelly and seconded by Drew Moessner to approve the resolution for the establishing a policy for the compensation and reimbursement of town officers for the year 2023. The motion passed unanimously.

### **RESOLUTION 2023-6 THRU 2023-8**

Resolution authorizing Contract with Interested Officer under Minnesota Stat §271.88, Subd 5

The resolution is for town board supervisors to perform other duties, not specified as a supervisor duty each year. After review a motion was made by Drew Moessner and seconded by Brian Connelly to approve Resolutions 2023-6, 2023-7 and 2023-8 for additional duties that may be performed by town supervisors. The motion passed unanimously.

#### **DESIGNATE LEGAL NEWSPAPER**

A motion was made by Rick Lutzi and seconded by Drew Moessner to designate the Rochester Post Bulletin as our legal newspaper for 2023. The motion passed unanimously.

#### **DESIGNATE LEGAL DEPOSITORY**

A motion was made by Rick Lutzi and seconded by Drew Moessner to designate First Security Bank as the legal depository for 2023. The motion passed unanimously.

#### **NEWSLETTER**

Planning for the newsletter will be discussed at upcoming meetings. It should be distributed by March 1.

#### **DOG BITE**

The email we received from the Sheriff's office about the paperwork that was served to Mr. Blomstrom. We have been informed that they served the paper as a courtesy to the town board, but still feel the responsibility for resolution rests with the township and not the County. There was discussion about this with no resolution.

#### **CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

No action on this issue.

#### **PLANNING FOR TOWN HALL PROJECT**

The board discussed securing an assessment for the current town hall building. After discussion, the board will contact an appraiser to secure an assessment of our building. Drew Moessner will call and arrange for the appraisal.

We will be getting additional information from our architect next month.

John Donovan gave a report on the history of the Salem Town Hall building. A copy of the information he has researched is attached to the minutes of the meeting.

There was discussion about possible location for a new town hall on another site.

#### **YEAR END REPORTS**

The clerk reported that all year end reports have been filed. The W-2;s were distributed to members who attended tonight's meeting. The balance will be mailed tomorrow.

The worker's compensation audit is complete and accepted by MATS. The PERA report has been filed and has been accepted. The 1099 reports are complete and has been submitted.

#### **ANNUAL MEETING SPREADSHEETS**

The spreadsheets will be available for board review before the next meeting.

#### **PLANNING AND ZONING REVIEWS**

Drew Moessner has contacted Roger Ihrke about the permits that need to be resolved. Roger Ihrke has told him that these will be dissolved and this will be confirmed with a letter to the property owners.

We have not received any updates on the pit inspections.

Brenda DeCook asked questions about Conditional Use Permits and if it is the Planning and Zoning Board or town board who determines when an applicant has outgrown the original permit and has moved to another site. Brian Connelly stated that if there is no business activity at the site for one year, the permit should be dissolved. Also, if they have outgrown the site and no longer operate, they would be in violation of the original conditional use permit. There was discussion about how situations should be handled to be make sure the board makes the decision consistent with what they have done in the past or in the future. The planning board should be asked about whether each applicant is using the site as it was intended when the original permit has been issued.

Drew Moessner asked about the buildings on the north pit and whether there is a business being operated out of these building. Brenda DeCook stated the buildings are being used for storage and they are rented out for storage.

Brenda DeCook also asked about the pit inspection report and would like to ask the board to approve the reclamation knowing that they will finish all areas that still need reclamation. The board wants the reclamation to be complete before the board can approve the reclamation. The board stated that consistency must be their standard. The board will approve the final reclamation until all areas are completed.

All bonds are current.

#### **SPECIAL MEETINGS**

We have special meetings scheduled for January 11, 2023 at 10:00 to review files. There will be a special meeting on February 20, 2023 at 5:00 for planning for the annual meeting.

#### **FIRE DEPARTMENT CONTRACT MEETING**

Rick Lutzi and Sharon Petersen attended this meeting. The draft copy of the contract was distributed to board members for their review.

The new contract cost for 2023 will be \$40, 951.00 for the fire department and \$9.289 for the First Responders for 2023. This represents a change in the formula as per previous discussions. We will get a finalized copy of the contract and the City of Byron would like it signed by March 1, 2023.

The board approved the concept for the new formula, but the final copy will be forwarded to us after the February 14 town board meeting. They would like to have it signed by March 1, 2023. This will be an agenda item for our March 1 town board meeting.

#### **ITEMS BROUGHT UP BY BOARD MEMBERS**

Drew Moessner discussed phone calls he received from Sonya Mansfield that concerns a staff report that was sent out this week. There are issues with the report. Sonya has been asking questions and not getting answers. The application has been made by Steven Lange. There was a metes and bound split that was approved by the town board. The property in question has not

yet been sold according to county records. The additional application was signed by Don Kuisle who currently owns the property. No information has been available from the DNR or GGG on this application. The board discussed what the options are for this request. It could be tabled until questions are answered and information has been received or the application could be denied and the applicant would not be able to re-apply for one year unless they appeal the decision to the town board. Drew Moessner will be following up on this before their meeting on January 18, 2023.

Diana Connelly reported that she will be working on setting up a new website. She will be handling the website. We paid for our domain name for one year with D-Tech Media and paid for two months of service for our current website.

Sharon Petersen presented the board with the calculations for the Willow Run Assessment for 2022. After review, a motion was made by Drew Moessner and seconded by Brian Connelly to approve transferring \$2,270.44 from the Road and Bridge Fund to the Willow Run Maintenance Fund. The motion passed unanimously.

Brian Connelly has contacted Martin Larson about trees that need to be cut down and Martin Larson will do the treating of stumps. The quote for hauling will have to be adjusted because there is more wood to be removed.

#### CITIZEN COMMENT

Brenda DeCook asked to modify an area into the water with a sandy beach. The board did not find a problem with that if all other reclamation is completed.

A motion was made by Drew Moessner to adjourn the meeting at 10:00 p.m. The motion passed unanimously.

Respectfully submitted,

Rick Lutz  
Chairman

Sharon Petersen  
Clerk